

Discipline, Grievances and the Merit System



Course Number: NC 903

Cost Per Person: No Charge/Participating, \$188/Non-Participating

Eligibility: Managers & Supervisors

Instructor: Edgar

Length: 8:30 am – 4:30 pm

Certificate Series: Advanced Leadership Development

Location: Des Moines, Hoover Building, Level A

Scheduled Sessions:

July 12, 2017

September 13, 2017

October 12, 2017

February 8, 2018

May 10, 2018

***IMPORTANT NOTE: contract covered employees are not eligible to register for this class, no exceptions.**

Overview:

Understanding the discipline and grievance process is crucial to any supervisor or manager in state government. This course focuses on the methods of effective and timely discipline, along with the role of the supervisor and manager in the grievance process.

Objectives:

- Better understand the discipline and grievance process
- Understand preventive discipline
- Identify the steps of just cause